

To: King, Susannah (DEP)[Susannah.King@MassMail.State.MA.US]; Civian, Frederick (DEP)[frederick.civian@state.ma.us]; Rea, Kristi[Rea.Kristi@epa.gov]; Murphy, Thelma (Hamilton)[murphy.thelma@epa.gov]
From: Leiby, Anne
Sent: Mon 5/22/2017 8:42:27 PM
Subject: EPA-MassDEP MS4 Coordination Meeting Notes

Hello everyone:

Thanks for a great meeting last week. Below are the draft meeting notes and to-dos. Please feel free to reply to all with any corrections or additions to these notes. Thanks and see everyone on June 12th. Anne

Meeting Notes

EPA - MassDEP MS4 Coordination Meeting

May 18th 2017, at EPA

Attendees: Susy King (via telephone), Fred Civian, Kristi Rea, Thelma Murphy, Anne Leiby

1. Next meeting:

- Location: MA DEP
- Next Meeting Date: June 12
- Regular Meeting Schedule: second Monday of every month; alternating between agencies
- Time: 11:00-12:30
- Agenda*: draft to be distributed by MassDEP
- Meeting notes* – to be written by MassDEP

(* We agreed to share these duties and that the agency that is hosting the meeting will take the lead for: getting room, drafting agenda and compiling meeting notes.)

2. Stormwater News:

- Current (first) issue:

- MassDEP reviewing and hoped to get to EPA by end of last week/early this week.
- Once state gets its final comments back to EPA, EPA will incorporate those changes into final design.
- EPA will let MassDEP know, via email, one day before the final version of Stormwater News will be sent out to MS4s in MA.
- EPA is sharing its MS4 list with MassDEP – feel free to let us know if we need to add any names.
- EPA will send email out from its: StormwaterNewsMA email box.
- The text of the email will include the exact language from paragraph one, column one of the front page of SW News and then will attach SW News to the email

- Subsequent Issues:

- We all agreed that we need to incorporate more time for review and design by all levels within both agencies
- We will determine collectively as we go forward how we will respond to emails that we get in response to SW News. EPA will collect and share questions with DEP.
- Issue 2:
 - Topic: NOI – EPA will take lead on first draft and share with MassDEP by June 9th (will include: trainings, common questions, etc.)
 - MassDEP – will review and get comments back to EPA by June 26th.
 - EPA will get designed version back to MassDEP by July 10
 - MassDEP will send any final comments by July 14th.
 - EPA will email out by July 19th.
- Future topics:

- October issue: 1st year requirements (“you just completed your NOI, now what for the next year?”)
- January issue: Municipal budgets (with possible financing component)
- April, 2018 issue: AR, IDDE plan

3. Communications Between Agencies:

- One Drive: all documents will be posted on One Drive and each agency will identify individuals who should have access.
- Calendar: Anne is working on setting up a calendar on the One Drive where both agencies can post MS4 outreach events
- Tools list: We agreed that in addition to posting events in a calendar, we would post a list of tools and documents that might be relevant for MA MS4s. Everyone can begin to add tools to the current document that is posted in One Drive.
- MassDEP would like to discuss more fully at next meeting, that proper agreements/protocols are in place so that agencies are in agreement before state-wide communications are distributed (do not want another AR reminder situation).

4. Next Meeting Agenda Topics:

- Stormwater Coalitions: Fred offered to talk more about the eight MA SW Coalitions
- Suzy: would like to talk more about protocols to ensure proper coordination between agencies
- Other topics as suggested by the group.